

STATE PROCUREMENT OFFICE

SPO PRICE LIST NO. 97-47 (All Islands)  
Replaces SPO Price List No. 96-53

**SAF C-03 REQUISITION AND PURCHASE ORDER**

for  
Fiscal Year 1997-1998  
(IFB-97-158-OHMK)

Purchase orders for SAF C-03, Requisition & Purchase Order shall be placed with the following vendor using the designated vendor code:

<u>V. Code</u>	<u>Vendor</u>	<u>Address</u>	<u>Phone No.</u>	<u>FAX No.</u>
110348-80	Standard Register Co. Attn: Shippy Kealoha	737 Bishop St., Ste 2390 Honolulu, Hawaii 96813	536-9351	536-1870

Agencies are requested to issue purchase orders for the following forms in accordance with the requirements submitted on SPO Circular No. C97-12 dated January 9, 1997. **PURCHASE ORDERS MUST BE RECEIVED BY STANDARD REGISTER CO. NO LATER THAN MAY 6, 1997.**

	<u>Single, snap-out type</u>	<u>Continuous Sets**</u>
4 parts	\$ 77.70/M sets	\$ 90.66/M sets
5 parts	\$ 92.84/M sets	\$110.58/M sets
6 parts	\$107.93/M sets	\$117.46/M sets
7 parts	\$113.66/M sets	\$136.28/M sets

("M" = one thousand)

\*\*The minimum order for continuous type forms is 1000 sets.

Unit prices include handling and delivery to destination (i.e., agencies throughout the State) and all other cost including the State General Excise Tax which is currently 4%, **except imprinting and pre-numbering charges**. Agencies requesting imprinting must add **\$70.00** for each set of imprinting. Agencies requesting prenumbering must add **\$30.00** for each series of pre-numbering. On the attached sheet, agencies shall provide the exact imprinting and prenumbering information required for each order of SAF C-03 forms.

"SPO Price List No. 97-47" shall be typed on all purchase orders issued.

Delivery should be completed by July 14, 1997, provided all purchase orders are submitted on time.

Questions relating to this price list may be directed to Ms. Caroldynne Yamashita at the State Procurement Office at telephone 586-0566.

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ROBERT J. GOVERNS, CPPB  
Procurement Officer

1. Do you require imprinting? If so, on the form provided below, please type in the exact imprinting you require. You may request imprinting in any or all of the five (5) numbered areas.

2. Prenumbering shall be in 8 digits (no alphabets), any of which may be a zero; thus, numbers can range from 00000001 to 99999999. Do you require pre-numbering in either the "PURCHASE ORDER NO." or "REQUISITION NO." block? If so, please type in the beginning and ending numbers in the spaces provided below:

Purchase Order No.

Beginning number \_\_\_\_\_

Ending number \_\_\_\_\_

Requisition No.

Beginning number \_\_\_\_\_

Ending number \_\_\_\_\_

3. Forms shall be delivered to the following address:

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4. Invoice shall be mailed to the following address:

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Please duplicate this form if you need to order more than one type of purchase order or if your forms will be imprinted or prenumbered in various combinations.

